

November 2022

Application Information from Coleraine Festival Committee

All information relating to an application from Coleraine Festival Committee to the NIHE for a payment from Communities Covid Response 2020/2021.

Please find below some of the information which falls within the scope of your FOI request. We have not provided information which is considered exempt as detailed below.

We have redacted any third party personal information in accordance with FOI Act Section 40 (2) – Personal Information of a third party as disclosure would contravene data protection principle (a) in Article 5 of the UK GDPR.

Section 31(1)(a) - Prevention or detection of crime.

Please further be advised that some of the documentation included in the scope of this request comprises correspondence which is exempt as disclosure would be likely to prejudice the prevention or detection of crime. The relevant exemption is section 31(1)(a) of the FOI Act (Prevention or detection of crime).

As this is a qualified exemption, we have also considered the public interest test.

The public interest test

In considering the public interest test on this information, the Housing Executive has identified the following points.

In favour of disclosure:

- Disclosure of information held by public authorities is in the public interest in order to promote transparency and accountability.

In favour of maintaining the exemption:

- Disclosure of information in relation to the Housing Executive's internal financial processing activities could expose the Housing Executive to potential fraud and financial loss.
- There is a strong public interest in not causing the prejudice outlined in this exemption.

Balance of the public interest

Contact: foi@nihe.gov.uk

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The main drivers in relation to disclosing the information requested rest around transparency in decision making. However clear, compelling and specific justification for disclosure would have to be shown that would outweigh the prejudice to the prevention of crime.

In this case, the greater public interest is, in the view of the Housing Executive, held in avoiding any prejudice to the prevention of crime.

VULNERABLE ADULTS POLICY

COLERAINE FESTIVAL COMMITTEE is committed to ensuring that vulnerable people who use our services are not abused and that working practices minimise the risk of such abuse. This policy should be used in conjunction with the Equal Opportunities Policy

Definition

A vulnerable adult is any person aged 18 years or over who is, or may be, unable to take care of him or herself or who is unable to protect him or herself against significant harm or exploitation. This may be because he or she has a mental health problem, a disability, a sensory impairment, is old and frail, or has some form of illness. Because of his or her vulnerability, the individual may be in receipt of a care service in his or her own home, in the community or be resident in a residential care home, nursing home or other institutional setting

Abuse can include: physical, financial, material, sexual, psychological, discriminatory, emotional abuse and neglect. Abuse can take place in any setting, public or private, and can be carried out by anyone.

Volunteers, staff and Trustees have a duty to identify abuse and report it.

What to do

The following procedure refers to abuse or suspicion of abuse of a vulnerable adult that staff and volunteers become aware of during their work at

- Any member of staff or volunteer who becomes aware that a vulnerable adult is, or is at risk of, being abused should raise the matter immediately with the Management Committee. You should decide whether you feel the person is a vulnerable adult and whether they are at risk of abuse/experiencing abuse. If you feel it is a case of abuse towards a vulnerable adult, you should decide whether you feel it is appropriate to inform an outside agency.
 - If appropriate, explain what you have to do and whom you have to tell to the person involved or the person informing of the abuse. Ensure that they are kept informed about what will happen next, so they can be reassured about what to expect.
 - If a disclosure is to be made, you will need to decide if it is to be made by you or the Management Committee.
 - Ensure that the person subject to alleged abuse is safe and supported before proceeding with any other action. In most situations there will not be an immediate threat and the decision about protecting the vulnerable person will be taken in
-

consultation with Social Services. In certain circumstances it will be necessary to take immediate action to protect the vulnerable adult by calling the police. This is more probable in a home visit situation.

Support to volunteers and staff

The volunteers and staff reporting of incidents of suspected or potential abuse may find that the victim and/or the other responsible adult concerned are upset or angry. The Chairperson will support you. Other support may take the form of Support provided by work colleagues or support or counselling provided by an outside body if required.

Volunteers and staff themselves may also be the subject of an allegation of abuse. While support will be offered, we will ensure that Social Services are given all assistance pursuing any investigation. Suspension and/or discipline may be implemented.

Suspect of abuse by a member of volunteers and staff

Where a member of volunteers and staff is suspected of abuse the following action should be taken:

- The Chairperson should interview the member of volunteers and staff with a witness present.
- The Chairperson should make arrangements for interviewing the suspected victim. This should be done with a staff member or a member of the management committee and a support for the victim present.
- The purpose of the meeting is not to investigate but to establish whether there are grounds for the allegation.
- The procedure in 4 above should then be followed.

Confidentiality

Confidentiality is crucial to all our work and relationships and the Confidentiality policy should be adhered to except that the welfare of vulnerable adults is paramount and takes precedence over it. Do not keep concerns relating to potential abuse of vulnerable adults to yourself.

Confidentiality may NOT be maintained if the withholding of information will prejudice the welfare of the adult.

Safe Recruitment

AccessNI checks will be carried out on volunteers whose placements involve substantial and unavoidable access to vulnerable adults. All information will be stored securely and treated confidentially. When the check is completed all information will be destroyed and a note made on the volunteers file that the check was made and what the outcome was. The AccessNI check for Centre volunteers is only valid when that person is placed by the Centre and will remain valid for three years at which point the volunteer will need to reapply and a new check will be carried out. Volunteers should inform the Centre of any criminal prosecutions in the interim.

Adopted: 29th January 2015

Principles of Good Practice

- Promote the general welfare and health of children/young people and vulnerable adults, and strive to protect them from abuse of all kinds.
- Raise awareness of the abuses from which children/young people/vulnerable adults should be protected.
- Adapt and consistently apply a clearly defined method of recruiting, assessing and selecting staff and volunteers.
- Recognise that all workers, voluntary or paid, have rights and treat them with dignity and respect.
- Plan the work of the organisation so as to minimise opportunities for children/young people/vulnerable adults to suffer harm.
- Develop effective procedures for dealing with accidents and complaints and alleged or suspected incidents of abuse.
- Establish links with parents, carers and other relevant organisations.

Code of Behaviour

You Must:

- Treat everyone with respect.
- Provide an example you wish others to follow.
- Plan activities which involve more than one other person being present, or at least within sight and/or hearing of others.
- Work in pairs if it is necessary to supervise in changing rooms or dormitories
- When working with a mixed group away from home ensure that the group is accompanied by a male and female co-ordinator or volunteer.
- Respect a child/young person/vulnerable adult's right to privacy and personal space.
- Provide access for children/young people/vulnerable adults to talk to others about any concerns that they may have. .
- Encourage children, young people, and adults to feel comfortable and caring enough to point out attitudes or behaviour which they do not like.
- Challenge / discourage inappropriate language or behaviour.
- Avoid physical horseplay such as wrestling or tickling.
- Remember that someone else may misinterpret your actions no matter how well intentioned
- Recognise that special caution is required even in sensitive moments, such as dealing with bullying, bereavement or abuse.

Code of Behaviour

You Must NOT

- Play any physical contact games with children/young people/vulnerable adults or engage in inappropriate touching of any form.

Touching should:

- *Be in response to the need of the child/young person/vulnerable adult and not the need of the adult*
 - *Be with the child/young person/vulnerable adult's permission, resistance from him/her must be respected*
 - *Be governed by the developmental stage of the child/young person*
 - *Be open and not secretive*
 - *Avoid breasts, buttocks and groin*
- Permit abusive peer activities e.g. ridiculing, bullying etc.
- Have inappropriate physical or verbal contact with others.
- Jump to conclusions without checking the facts.
- Allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes.
- Leave children/young people unsupervised for any length of time
- Spend excessive amounts of time with any one child/young person/vulnerable adult.
- Do anything personal for a child/young person/vulnerable adult that they are able to do for themselves.

These should only be carried out for:

- *People with disabilities.*
 - *With full understanding and consent of parents/carers*
 - *In an emergency situation – parents/carers should be fully informed.*
- Exaggerate or trivialise child/vulnerable adult abuse issues.
- Let allegations or suspicions of abuse go without being recorded.
- Show favouritism to any individual.
- Meet up, with children/young people/vulnerable adults outside of arranged activities.
- Take children/young people to their home or to your own home.
- Take young children/young people/vulnerable adults alone in a car on journeys, no matter how short.
- Make suggestive remarks or gestures.
- Rely on just your good name to protect you.
- Believe "it could never happen to me".

CONSTITUTION

This Constitution was adopted by the members of the Group at a Special General Meeting, held in *January 2015*.

NAME

The name of the Group shall be **Coleraine Festival Committee**.

OBJECTIVES

The Group is established to:

- Promote & preserve the Ulster Scots culture and heritage in Coleraine and district area by advancing knowledge and appreciation.
- Advance knowledge, understanding and awareness of the history of Coleraine and district area.
- Promote and preserve the Orange culture and heritage in Coleraine and district area by advancing knowledge and appreciation.
- Establish a Community Development initiative and advance education for the benefit of the inhabitants of Coleraine and district area.
- Provide facilities in the interests of the social welfare, education, recreation or other leisure-time activities with the object of improving the lives and well-being of the inhabitants of Coleraine and district area.

POWERS

In furtherance of the above objectives, the Group may:

- (1) raise funds, receive grants and donations.
- (2) organise or assist in organising festivals, lectures, classes, exhibitions, meetings, and other activities, and publish or assist in publishing books, leaflets or other documents or information.
- (3) purchase, lease or rent premises and equipment necessary to achieve the objectives of the group.
- (4) assist and provide support to other groups, with similar purpose, to secure the resources and skills to achieve their purpose.
- (5) recruit and train volunteers with relevant skills to carry out the work of the group.
- (6) promote and organise co-operation in the achievement of the above purposes and to that end work in co-operation with local authorities and other

organizations, voluntary and statutory.

- (7) co-operate with and support other groups with similar objectives.

Do all such lawful things as may be necessary for the attainment of the above objectives or any of them.

MEMBERSHIP

Membership of the Group shall be open to the following, irrespective of their sex, race, political affiliation, nationality or religious persuasion:

- People aged sixteen years or over living within the area of benefit who subscribe to the objects of the Group and whose applications for membership the Committee accepts. Such members shall be called Individual Members and shall be entitled to vote at meetings of the Group.
- Organisations within the area of benefit, whether voluntary or statutory, may upon application to and with the approval of the Committee, be admitted as Affiliated Members and such approval shall not be reasonably withheld. Each Affiliated organisation shall be entitled to one single vote at meetings of the Group.
- Well-wishers from other than the area of benefit, or other persons who, in the opinion of the Committee have special knowledge or experience to offer to the Group may be admitted at the discretion of the Committee as Associate Members. An Associate Member shall be entitled to attend at meetings of the Group but shall not be entitled to vote at any such meeting.
- The Committee referred to below shall make rules governing the conditions for and rights and privileges of members, and shall make regulations for the admission to and termination of membership PROVIDED THAT any member affected by a proposal to terminate his/her membership shall have the right to state a case against such proposal to the Committee.

MANAGEMENT

- Except as provided otherwise in this constitution the policy and general management of the affairs of the Group shall be directed by a Committee elected at an Annual General Meeting. The committee shall meet not less than 4 times a year and shall consist of not less than 7 members of the Group who are entitled to vote.
- Nominations from full members of the Group for membership of the committee must be in writing and must be in the hands of the Honorary Secretary of the Group at least 7 days before the Annual General Meeting hereinafter mentioned.
- Should the number of nominations exceed the number of vacancies, election shall be by secret ballot of the members of the Group present and entitled to vote at an Annual General Meeting.
- Should the number of nominations be less than the number of vacancies, further oral

nominations may, with the approval of the Annual General Meeting, be invited from the members present and entitled to vote at the said Annual General Meeting.

- The Committee elected at an Annual General Meeting shall have power to co-opt further members, who shall be Individual Members, Associate Members or representatives of Affiliated Members and who shall serve until the conclusion of the next following AGM, provided that the number of the co-opted members shall not exceed one third of the total membership of the Committee. Co-opted members shall have the right to vote at meetings of the Committee.
- The Chairperson, Vice Chairperson, Secretary and Treasurer, who shall be the Officers of the Group, shall be full individual Members or representatives of Affiliated Members of the Group and shall be elected annually by and from the members of the Committee at their first meeting following the Annual General Meeting. The office of the Chairperson shall not be held by any one person for more than 5 consecutive years.
- Any member of the Committee who fails to attend 3 consecutive Committee meetings without reasonable excuse shall lose his/her place on the Committee. The resultant vacancy may be filled by co-option in accordance with Clause 4.5 above.
- The Trustees (if appointed) must be notified of and shall be entitled to attend all meetings of the Committee but without having the right to vote at such meetings.

FUNCTIONS OF THE COMMITTEE

- The Committee may make such regulations, as is considered appropriate for the efficient conduct of the business of the Committee and the Group.
- The Committee may appoint such staff as they consider necessary on such terms and conditions as they may determine.
- The Committee may appoint such sub-committees, advisory groups or working parties of their own members, and other persons as they may from time to time decide necessary for the carrying out of their work. The Committee may determine the terms of reference, duration and composition of such sub-committees etc. All such sub-committees shall make regular reports on their work to the Committee.
- Any failure to elect or any defect in the election, appointment, co-options or qualifications of any member shall not invalidate the proceedings of the Committee.

CHAIRING MEETINGS

- All meetings of the Group, or of the Committee, or of any of its subcommittees, shall be presided over by the Chairperson or in his/her absence, the Vice-chairperson, if one has been appointed. If neither the Chairperson nor Vice-chairperson is present, those present may elect one of their members to take the Chair.
- The Chairperson of any meeting shall have a second or casting vote.

FINANCE

- All monies raised by or on behalf of the Group shall be applied to further the objectives of the Group and for no other purpose PROVIDED THAT nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses to members of the Group engaged upon the approved business of the Group.
- The Treasurer shall keep proper accounts of the finances of the Group.
- The financial year of the Group shall run from 01 January to 31 December.
- An Independent Examiner shall be appointed at the Annual General Meeting to examine the accounts at least once a year.
- An Independently Examined statement of accounts for the financial year shall be submitted by the Committee at the Annual General Meeting.
- A bank account shall be opened in the name of the Group with HSBC, or with such other bank as the Committee shall from time to time decide. The Committee shall authorise in writing the Treasurer and two other members of the Committee to sign cheques on behalf of the Group. All cheques must be signed by not less than two of the three authorised signatories.

TRUST PROPERTY

- The Group may appoint and may terminate the appointment of not less than 5 people to act as Trustees for the purpose of holding any monies or property belonging to the Group. The title to all or any such real and/or personal property, which may be acquired by or for the purpose of the Group, shall be vested in the Trustees who shall hold such property in trust for the Group. The Trustees shall act under the instructions of the Committee who shall, subject to the approval and consent of the Group as determined by a General Meeting, have power to fill vacancies among Trustees.

ANNUAL GENERAL MEETING

- The first Annual General Meeting of the Group shall be held not later than the 31st December and in each year thereafter. An Annual General Meeting of the Group shall be held at such place and time (not being more than 15 months after the holding of the preceding Annual General Meeting), as the Committee shall determine.
- At such Annual General Meeting the business shall include the following:
 - The election of members to serve on the Committee.
 - The appointment of an Independent Examiner or Examiners.
 - The consideration of an Annual Report of the work done by or under the auspices of the Committee.
 - The consideration of the Annual Accounts.
 - The transaction of such other matters as may from time to time be considered necessary.

SPECIAL GENERAL MEETINGS

- The Committee may at any time at its discretion and shall upon a requisition signed by not less than 10 members having the power to vote and giving reasons for the request, call a Special General Meeting, of the Group for the purpose of altering the constitution in accordance with Clause 12 hereof or of considering any matter which may be referred to them by the Committee or for any other purpose.

RULES OF PROCEDURE AT ALL MEETINGS

Voting:

- Subject to the provisions of Clause 12 hereof all questions arising at any meeting shall be decided by a simple majority of those present and entitled to vote thereat. In case of an equality of votes the Chairperson shall have a second or casting vote.

Minutes:

- The Committee and all other Sub-committees shall keep minutes of all meetings in a format acceptable to the Committee. The appropriate Secretary shall enter therein a record of all proceedings and resolutions and ensure that the minute of any meeting is agreed at the next or subsequent meeting as being a true and accurate record of all business transacted.

Quorum:

- The Quorum at General Meetings of the Group shall be 7 members entitled to vote and at meetings of the Committee or Sub-committees shall be 5 members or such other number as the Committee may from time to time determine.

Standing Orders:

- The Committee shall have the power to adopt and issue Standing Orders and/or Rules for the Group. Such Standing Orders and/or Rules shall come into operation immediately provided always that they shall be subject to review by the Group in General and shall not be inconsistent with this Constitution.

ALTERATIONS TO THE CONSTITUTION

- Any alterations to this Constitution shall receive the assent of not less than two thirds of the members of the Group present and voting at the Annual General Meeting or a meeting specially called for the purpose provided that notice of any such alteration shall have been received by the Honorary Secretary to each member of the Group or otherwise brought to the attention of members.

DISSOLUTION

- If the Committee by a simple majority decide at any time that on the grounds of expense

or otherwise it is necessary or advisable to dissolve the Group they shall call a meeting of all members of the Group who have the power to vote of which meeting not less than 21 days notice (stating the terms of the Resolution to be proposed thereat) shall be given.

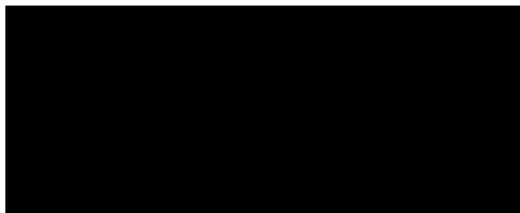
- If such decision shall be confirmed by a simple majority of those present and voting at such meeting, the Committee shall have power to dissolve the Group and to dispose of any assets held by or in the name of the Group.
- Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Group as the Committee may decide.

INDEMNITY

- The Group shall indemnify and keep indemnified every officer, member, volunteer and employee of the Group from and against all claims, demands, action, and proceedings (and all costs and expenses in connection therewith or arising therefrom) made or brought against the Group in connection with its activities, the actions of its officers, members, volunteers or employees, or in connection with its property and equipment but this indemnity shall not exceed to liabilities arising from willful and individual fraud, wrong doing or wrongful omission on the part of the officer, member, volunteer or employee sought to be made liable. The Treasurer shall affect a policy of insurance in respect of this indemnity.

This Updated Constitution was Adopted by the Management Committee of **Coleraine Festival Committee** on 29th January 2015

Signed: -

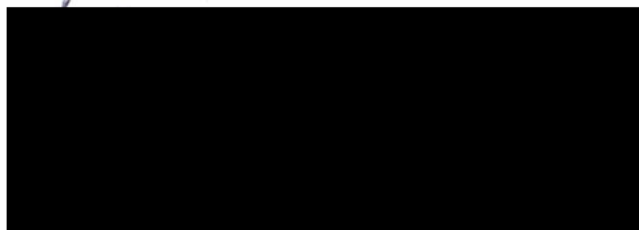


Chairman

Signed: -



Secretary



03/01/15

SOME GOOD PRACTICE GUIDELINES FOR VOLUNTEERS WHEN VOLUNTEERING FOR A COVID-19 OPPORTUNITY

If you are considering volunteering your time to support a volunteering opportunity in relation to COVID-19, you need to be mindful that safeguarding people from abuse, harm and infection is paramount – and that includes you! The organisation you are volunteering with should be communicating with you about safe methods and systems for doing things that protect everyone. Here are some things to think about:

- Your safety is your number one priority. Do not put yourself (or others) at risk, follow all the guidelines for infection control around handwashing and social distancing. See <https://www.publichealth.hscni.net/news/covid-19-coronavirus>
- Be clear about what activities you will be doing and the expectations and boundaries around the role.
- Your willingness to help is great, however be clear about what is realistic for you to do under difficult circumstances as your wellbeing is important. Be careful that you do not overstretch yourself as COVID-19 outbreak may go on for a long time.
- Make sure you have clear contact details of the main contact person for this opportunity, so you know who is coordinating the activity and who to contact if you have any questions or concerns.
- The organisation that is coordinating your activity may have to carry out certain checks before you start volunteering. Please be patient as this is for the safety of everyone including yourself.
- Do not volunteer if you yourself are feeling unwell or are sick. You must inform the person in charge immediately.
- You will need to wear protective clothing especially gloves, carry water and handwash when you are volunteering. Check with the organisation that you are volunteering for to see what can be made available for you. See [here](#) for further information on Personal Protective Equipment (PPE).
- The organisation may provide volunteers who need to travel with proof that they are carrying out legitimate activities on their behalf e.g. ID cards with volunteer's name, their organisation and organisation's contact details; official letter from the organisation; email or WhatsApp/text message from the charity on the volunteer's phone; branded t-shirts, bibs and car stickers.
- Avoid situations that involve gathering personal details of vulnerable people. For more information see <https://ico.org.uk/about-the-ico/news-and-events/blog-community-groups-and-covid-19/>
- Do not enter the homes of vulnerable people.

- Think creatively about the role e.g. how to get shopping lists over the phone, leave shopping at the door, only buying essentials so as they can be carried by the person from their doorstep into the house.
- Avoid handling and exchanging money. The organisation will have set up a system for this so make sure you are aware of it. For example, if doing shopping, methods other than cash exchange are easier to trace and less vulnerable to abuse or infection e.g. taking pictures of receipts and sharing with the organisation may work for some.
- Keep your distance at all times - maintain the 2 metre distance rule.
- Do not share any information that you gain about vulnerable people in your community – confidentiality is of paramount importance.
- Report any concerns, incidents or disclosures to the organisation (the organisation must give you clear procedures for this). For more information see our [Keeping Children & Adults Safe Factsheet](#) and our free online safeguarding courses here <https://www.volunteernow.co.uk/organisations/safeguarding/safeguarding-courses-online/>
- Show ID with photograph and clearly presented name if interacting with vulnerable people.
- Be prepared to refer on any issues that you cannot deal with, you must report concerns to the relevant authorities such as police or the local Trust.
- Try to minimize your activity to e.g. doing shopping for others when you are doing your own and restrict to only essential items.
- Share good news stories when you can through the #HelpEachOther hashtag to highlight the amazing volunteering contribution that is taking place right across Northern Ireland in the fight against COVID-19. These stories can inspire others to get involved and raise everyone's spirit during this uncertain time.

For general government guidance see

<https://www.gov.uk/government/publications/coronavirus-how-to-help-safely--2/coronavirus-how-to-help-safely>

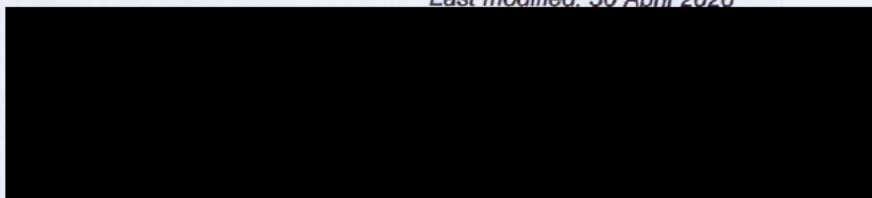
HSC NI in collaboration with the Red Cross, the Red Crescent and NHS Education Scotland have released a short E-Learning module on Psychological First Aid. Learning psychological first aid and understanding reactions to crisis will empower people to help each other. We think this could be relevant to volunteers in the current climate. Anyone who is a member of the HSC Learning Centre can log on and Psychological First Aid will appear in the list of available courses. Anyone who is not a member of the HSC Learning Centre can use a guest login via the following link: <https://www.hsclearning.com/course/view.php?id=1042>

Disclaimer

Reasonable precautions have been taken to ensure information in this publication is accurate. However, it is not intended to be legally comprehensive; it is designed to provide guidance in good faith without accepting liability. If relevant, we therefore recommend you take appropriate professional advice before taking any action on the matters covered herein.

Charity NIC 101309. Company Limited by Guarantee No. NI602399. Registered in Northern Ireland.

Last modified: 30 April 2020



30/04/2020



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Email: info@volunteernow.co.uk

Website: www.volunteernow.co.uk

COVID 19 Assessment & Approval Template

TO BE COMPLETED BY ASSESSING, APPROVING & AUTHORISING OFFICERS			
Has a <u>conflict of interest</u> been identified between the Group and the Assessing Officer ?			
Yes		No	x
If yes, where appropriate, please specify below:			
Signature of Assessing Officer: [REDACTED]			
Date: 13/05/20			
Has a <u>conflict of interest</u> been identified between the Group and the Approving Officer (Area Manager etc.) ?			
Yes		No	x
If yes, where appropriate, please specify below:			
Signature of Approving Officer: [REDACTED]			
Date: 18 May 2020			
Has a <u>conflict of interest</u> been identified between the Group and the Authorising Officer ?			
Yes		No	
If yes, where appropriate, please specify below:			
Signature of Authorising Officer: _____			
Date: _____			

Application Summary	
Group Name/Address	Coleraine Festival Committee 
<p>Summary of Request: <i>(COPY & PASTE FROM APPLICATION FORM)</i></p> <p>Total Costs - £1,450</p> <p>£450 - 150 Activity packs (inc. craft packs, crosswords, wordsearch books etc) @ £3 each</p> <p>£1000 - Volunteer Expenses</p> <ul style="list-style-type: none"> £640 for Meal provision for 8 volunteers (assisting 5hrs) across 2 days on each of 10 weeks – 1 meal @ up to £4 max = £64 per week £360 Mileage expenses (delivering prescriptions, groceries and activity packs across Causeway Coast & Glens area) - 80 miles per week collectively for 4 cars (20 miles per car) @ £0.45/mile = £36 per week x 10 week 	<p>Supply of 40 hot meals twice weekly to elderly and vulnerable members of the community. The pack also includes milk, cheese, fruit and a sweet treat. We currently supply 120 people identified and referred to us by members of local communities (40 weekly and 80 fortnightly) – our list is dynamically reviewed to address need as identified.</p> <p>We offer a prescription pickup service, grocery shopping, top up of fuel cards and social isolation phone calls. We want to supply 150 activity packs to vulnerable people isolating to help alleviate the negative effects of isolation on mental well-being. These would be an assortment of craft packs, crossword books, wordsearch books, etc.</p>
Start Date: 04/05/20	End Date: 11/07/20
<p>Criteria Met (delete as appropriate): Yes</p> <p>Any Comments:</p> <p>Activity packs will provide positive stimulus to encourage positive mental well being. While delivery service of essential supplies will help vulnerable people avail of much needed support, be less isolated and stay connected. Mileage expenses proportionate given wide and rural geographical areas covered. Will bolster funding already obtained from other sources.</p>	
Application Amount:	<u>£1450</u>
Requested Approval Amount:	<u>£1450</u>
Reason for variation: N/A	
Area Manager Approval	

Approval (delete as appropriate)	Yes
Date:	
Approval Amount:	<u>£1450</u>
Reason (if variation from application amount): N/A	
Area Manager Signature: [REDACTED]	

Assessor: [REDACTED] For Issue to Area Manager

Application Criteria	Yes / No (delete as appropriate)
Application Completed	Yes
Signed	Yes
<u>Relevant Documentation:</u> <ul style="list-style-type: none"> ❖ Constitution ❖ Recent Bank Statement ❖ List of Management Committee members ❖ Vulnerable Adults Policy* ❖ Child Protection Policy * (* OR may be joint/safeguarding policy) <ul style="list-style-type: none"> ❖ Volunteer Protection Policy <u>OR</u> ❖ Confirmation Volunteer Now Guidelines issued to Volunteers.	Yes Yes Yes Yes Not applicable No Yes
Providing care and assistance to those considered vulnerable	Yes
To assist those most vulnerable stay connected	Yes
To reduce isolation	Yes
Queries to Group (If Yes, give details)	Yes
<u>Application Notes:</u> Example – Details queries / other Clarified difference in listed address in finance details owing to mail going directly to Group's Treasurer, [REDACTED] home address and that food and utility costs will be covered entirely by other funding sources. Costs breakdown revised as follows:	

Total Costs - £1,450

- £450 - 150 Activity packs (inc. craft packs, crosswords, wordsearch books etc) @ £3 each
- £1000 - Volunteer Expenses consisting of
£640 for Meal provision for 8 volunteers (assisting 5hrs) across 2 days on each of 10 weeks – 1 meal @ up to £4 max = £64 per week

£360 Mileage expenses (delivering prescriptions, groceries and activity packs across Causeway Coast & Glens area) - 80 miles per week collectively for 4 cars (20 miles per car) @ £0.45/mile = £36 per week x 10 week

[REDACTED]

From: [REDACTED]
Sent: 22 May 2020 08:21
To: accounts payable
Cc: NIHE CovidCommunitySupport; [REDACTED]
Subject: Covid Case 177 - Coleraine Festival Committee - Payment Request
Attachments: Covid Case 177 - Coleraine Festival Committee - EPF.XLS; COVID 19 Assessment Approval Template Case177 Coleraine Festival.docx; NIHE application 30042020.pdf

Good Morning,

Please see attached EPF for Coleraine Festival Committee with back up documents. Can payment be arranged please?

Kind regards,

[REDACTED]
[REDACTED]
[REDACTED]

COVID COMMUNITY SUPPORT FUND

GOVERNMENT FUNDING DATABASE INPUT FORM

NIHE COVID APPLICATION NUMBER	177
NAME OF GROUP	Coleraine Festival Committee [REDACTED]
UNIQUE REFERENCE NUMBER (URN)	15130
FUNDING PROGRAMME	COMMUNITIES' COVID RESPONSE 2020/21
PROJECT TITLE	COVID COMMUNITY SUPPORT FUND 177
CONTACT NAME	[REDACTED]
APPLICATION DATE	24.4.20
DATE APPROVED	27.4.20
START DATE OF PROJECT	28.4.20
PROPOSED END DATE OF PROJECT	30.6.20
LETTER OF OFFER ISSUED DATE	27.4.20
LETTER OF OFFER ACCEPTED DATE	28.4.20
NATURE OF FUNDING	COVID RESPONSE ASSISTANCE
TARGET GROUP	Choose: Community/Social Issues and then Community Development from the drop down menu.
AMOUNT APPLIED FOR	£1475
AMOUNT AWARDED	£1450
PAYMENT AMOUNT	£1450
PAYMENT PERIOD DATES	28.4.20 – 30.6.20
PAYMENT DATE	6.5.20
KEYED TO DATABASE BY	[REDACTED]
DATE KEYED TO DATABASE	22.6.20
COMMENT S if applicable	

- Personal Protection Equipment
- Gift cards/vouchers

The Housing Executive legal remit does not extend to financial support for the purchase of foods or utility costs, therefore awards cannot be made on this basis.

Applying for the Coronavirus Community Fund

- The scheme will operational from 12pm Tuesday 21st April 2020 until either:
- The budget has been fully allocated;
- The emergency is declared to be ended by the government;
- or 31 March 2021, whichever is first.

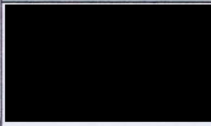
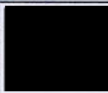


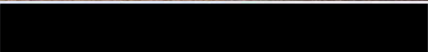
Applications should be emailed to CovidCommunitySupport@nihe.gov.uk

Award of Funding

To enable projects to commence as soon as possible it is important to read the terms and conditions at the end of this application form carefully. In signing and submitting your application you are agreeing to abide by these terms and conditions. Decisions will be e-mailed and payment of grant will be made if successful. Full vouching of the expenditure will take place at any point the Housing Executive deem acceptable.

PROJECT SUMMARY			
1	Project Name	COVID-19 Community Response Initiative	
2	Name of group applying for funding	Coleraine Festival Committee	
3	Applicant Group Business address	c/o Cuil Rathain Historical & Cultural Centre [REDACTED]	
4	Name of NIHE local office	Coleraine	
5	Name of main contact person and position within organisation (e.g. Chairman, Treasurer, Secretary) Please complete giving business (not personal) contact details.	Name	[REDACTED]
		Position	[REDACTED]
		Telephone	[REDACTED]
		Mobile	[REDACTED]
		Email	[REDACTED]
	Website	[REDACTED]	
6	Where will the project take place	Causeway Coast & Glens area – Coleraine - Millburn, Harpur's Hill, Ballysally, Waterside; Castleroe, Portrush, Portstewart, Castlerock, Ballymoney, Mosside, Ballybogey	
7	Are you aware of any conflict of interest? (Delete as appropriate)		NO
	If yes please provide details.		

8	Is the group constituted?	YES	
9	Is the group a member of HCN / Interagency? Please Specify:		NO
10	Is the group Charity Registered? Charitable Number:		NO
11	Will your project involve working with children or vulnerable adults?	YES	
	If yes please provide copy of Child Protection & Vulnerable Adults policy	Child Protection policy attached NO	Vulnerable Adults policy attached YES
	Advise if combined NO		
AIMS & OBJECTIVES			
12	Describe your project, its main aims and how they relate to meeting <u>at least one</u> of the objectives in relation to assisting tenants who may face difficulties in relation to coronavirus which are: <ul style="list-style-type: none"> • Providing support and assistance to those considered vulnerable within our communities • To assist those most vulnerable within our communities stay connected • To reduce isolation (Max 250 words)	Supply of 40 hot meals twice weekly to elderly & vulnerable members of the community. The pack also includes milk, cheese, fruit & a sweet treat. We currently supply 120 people identified & referred to us by members of local communities (40 weekly & 80 fortnightly) – our list is dynamically reviewed to address need as identified. We offer a prescription pickup service, grocery shopping, top up of fuel cards & social isolation phone calls. We want to supply 150 activity packs to vulnerable people isolating to help alleviate the negative effects of isolation on mental well-being. These would be an assortment of craft packs, crossword books, wordsearch books, etc.	
	Anticipated number of participants/volunteers	12	
	Anticipated number of beneficiaries	200	
	Are there any similar projects in the area? If so, how does your project fit with them?	There is no similar project in the areas we are working in. Our project complements other initiatives.	
13	Confirm dates of your project	Start Date 04/05/2020	End Date 11/07/2020

COSTS				
14	What will your project cost?	£4500.00		
	Volunteer Expenses Details: 8 volunteers 5 hours per day twice weekly – 1 meal @ £5.00 = £40/week x 10 wks Mileage expenses for 4 cars twice weekly – 50 miles @ £0.45/mile per week = £22.50/week x 10 weeks	£1025.00		
	Emergency Packs (e.g. kitchen roll, cleaning items) For example: 15 packs @ £10	£ Breakdown:		
	Other costs/Projects – Detail & breakdown: 150 activity packs @ £3.00 per pack	£450.00		
	How much are you seeking from NIHE?	£1475.00		
	Provide detail of funding from other sources (e.g. DfC or CFNI)	Name of Funder 	Amount applied for: 	Status Secured Secured
15	Please outline how you will monitor and report on the project	We are keeping records of meals delivered and additional support given to individuals (eg food parcels, etc)		
FINANCIAL DETAILS (recent bank statement will be required)				
16	Name of organisation	Coleraine Festival Committee		
	Address (for correspondence)			
	Telephone number			
	Email address			
	VAT registration no. (if applicable)			
	Company registration no. (if applicable)			

	Registered Charity no. (if applicable)	
	Bank name	██████████
	Bank sort code	██████████
	Bank account number	██████████
	Bank account name	Coleraine Festival Committee
DECLARATION		
17	I confirm that all the information contained within this application is accurate to the best of my knowledge and that I am authorised to apply for funding on behalf of the organisation. I understand that if it is successful there will be monitoring and evaluation responsibilities to fulfil. I also confirm that I have read the guidance notes associated with the completion of this form.	
	Signed	██
	Name	██
	Position in organisation	██
	Date	30/04/2020

WHAT DO WE DO WITH YOUR INFORMATION

The Housing Executive is the Data Controller under the General Data Protection Regulation (GDPR) for the personal data it gathers for the purposes of administering the COVID-19 community support funding applications.

The information you have provided is required for the following specified purposes:

- Identify the group;
- Update relevant funding databases;
- Provide any communication which may arise from this application; and
- Payment of any funding which may arise from this application.

By submitting this form you are consenting to the Housing Executive processing your information for the purpose of your COVID-19 community support funding application.

You can withdraw your application at any time by contacting

CovidCommunitySupport@nihe.gov.uk


If you withdraw your application, the Housing Executive will be unable to further process your application for Funding.

SHARING YOUR INFORMATION WITH OTHERS

Your information may be shared internally within the Housing Executive with staff who are involved in providing this service and where necessary, between internal departments with the purpose of supporting an effective delivery of service. Personal data is held and stored by the Housing Executive in a safe and secure manner and in compliance with Data Protection legislation.

Information in relation to this application, including contact details provided as part of the application, may also be shared with others for statistical analysis, and the Government

Group Evaluation

How was the money spent? (Details)	<p>The money was spent of a variety of items including toys, books, seeds etc, to make up activity packs for boys and girls ranging in age from 2 to 12 years.</p> <p>Travel and subsistence expenses were paid to eight volunteers who delivered meals around Coleraine and the surrounding area twice weekly from 30th May to 1st August 2020 (inclusive).</p>	
Documentation provided confirming expenditure	<p>Copies of receipts for items purchased for activity packs attached to volunteer expenses paid form (copy of cheque attached).</p> <p>Copy of volunteer expenses paid form with copy of cheque issued.</p>	
Impact of project: What difference did the funding make?	<p>The project allowed our group to distribute 150 activity packs to children in Coleraine and the surrounding areas.</p> <p>Over 800 of the most vulnerable members of the community in Coleraine and the surrounding areas received lunch packs which included a hot meal, milk, fruit, etc.</p>	
Who benefited from the funding?(Details/Numbers)	<p>125 children in Coleraine and surrounding areas received activity packs delivered by our volunteers</p> <p>Over 800 vulnerable people in Coleraine and surrounding areas received lunch packs delivered by our volunteers.</p> <p>Four of our volunteers received mileage & subsistence expenses and four of our volunteers received subsistence allowance for distribution of activity packs and lunch packs in the local community.</p>	
Any other relevant information	<p>These activity and lunch packs were distributed during the COVID-19 lockdown.</p>	
Group representative Name (Office Bearer)	<div style="background-color: black; width: 150px; height: 1.2em; margin-bottom: 5px;"></div> Secretary <div style="background-color: black; width: 150px; height: 1.2em; margin-bottom: 5px;"></div> 	Date: 11/11/2020

PAUL HENDERSON WHOLESALE
UNIT 8-11
COLERAINE BUSINESS PARK
LOUGHANHILL IND ESTATE
COLERAINE

DATE 13/06/2020 SAT
50 X @0.83
HARDWARE £41.50
ADD VAT 8.30
TOTAL £49.80
CASH £49.80
NO.374189 REG 01 1 EMPLOYEE TIME 15:41

T: 028 7035 3537

VAT NO 100030218

PAUL HENDERSON WHOLESALE
UNIT 8-11
COLERAINE BUSINESS PARK
LOUGHANHILL IND ESTATE
COLERAINE

DATE 15/06/2020 MON
36 X @0.70
HARDWARE £25.20
40 X @0.75
HARDWARE £30.00
30 X @1.00
HARDWARE £30.00
20 X @0.75
HARDWARE £15.00
48 X @0.75
HARDWARE £36.00
4 X @0.75
HARDWARE £3.00
16 X @0.75
HARDWARE £12.00
14 X @0.75
HARDWARE £10.50
ADD VAT 32.34
TOTAL £194.04
CASH £194.04
NO.374536 REG 01 1 EMPLOYEE TIME 13:47

T: 028 7035 3537

VAT NO 100030218

PAUL HENDERSON WHOLESALE
UNIT 8-11
COLERAINE BUSINESS PARK
LOUGHANHILL IND ESTATE
COLERAINE

DATE 15/06/2020 MON
48 X @0.75
HARDWARE £36.00
24 X @0.75
HARDWARE £18.00
20 X @0.75
HARDWARE £15.00
ADD VAT 13.80
TOTAL £82.80
CASH £82.80
NO.374540 REG 01 1 EMPLOYEE TIME 13:52

T: 028 7035 3537

VAT NO 100030218

PAUL HENDERSON WHOLESALE
UNIT 8-11
COLERAINE BUSINESS PARK
LOUGHANHILL IND ESTATE
COLERAINE

DATE 15/06/2020 MON
22 X @0.75
HARDWARE £16.50
ADD VAT 3.30
TOTAL £19.80
CASH £19.80
NO.374543 REG 01 1 EMPLOYEE TIME 13:55

T: 028 7035 3537

VAT NO 100030218

Coleraine - Riverside - GB304775894
GBP
me Capsule Colouring Book 28.00 A
40 x 0.70

TOTAL 28.00

Debit Payment 28.00

0.0% VAT 28.00 0.00

RN-ID:IE099301774004171201

== CARD PAYMENT ==

lidl
Coleraine
ut
ID:A0000000041010
Debit Mastercard
ard: [REDACTED]
an Seq Nr: 00
ontactLess
E099301774004171201

SALE

Amount : GBP28.00
NO CARDHOLDER VERIFICATION
Auth: 729881
Ref: 009172
Merchant: ***41992
ID: ****7240
PBAB8495A24F1404 80
Date: 19/06/20 Time: 11:41:35

CARDHOLDER COPY
PLEASE RETAIN FOR YOUR RECORDS
CUSTOMER RECEIPT

YOUR ACCOUNT WILL BE DEBITED

0888099377400401190620



0993 774004/01 19.06.20 11:41

Price of electrical items includes a
contribution to recycling costs
Be in with a chance to win £200 Lidl
Vouchers at: lidl-ni.co.uk/feedback

Poundland

Poundland Limited www.Poundland.com
Customer Services - Telephone 0333 234 1877
VAT Number: 547 5122 45

COLOUR CHANGE MARKERS	P	£2.00
(2 x £1.00)		
FELT PENS 40PK	P	£7.00
(7 x £1.00)		
BRAIN TEASERS BOOK	Z	£2.00
(2 x £1.00)		
COLOURING PENCILS 30PK	P	£5.00
(5 x £1.00)		
DOUBLE ENDED MARKER 16PK	P	£5.00
(5 x £1.00)		
MINI COLOURING PENCILS 4X12	P	£4.00
(4 x £1.00)		
WORDSEARCH PUZZLE BOOK	Z	£3.00
(3 x £1.00)		
SUDOKU PUZZLE BOOK	Z	£1.00
CHAMELEON SEWING KIT	P	£1.00
BEST EVER SUDOKU	Z	£1.00
** Total for 31 item(s) inclusive of VAT		£31.00
(VAT paid)		£4.00
CREDIT/DEBIT CARD		£31.00

*** CARDHOLDER COPY ***

P:W3547400 T:****4488
M:***54415
25/06/2020 16:20:03

Debit Mastercard

CONTACTLESS CP SALE

Please debit my account

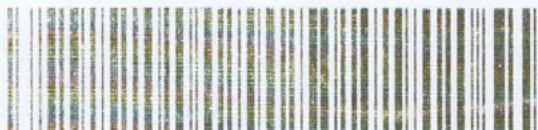
AMOUNT GBP31.00
TOTAL GBP31.00
NO CARDHOLDER VERIFICATION

Please Keep This Receipt

For your Records

Auth Code: 854135
Ref: 1468/32/309318
AID: A0000000041010
App Seq: 00

** Total Payments £31.00
Change £0.00



08022141495612

1468-32-309318 25/06/2020 16:20:12

B&Q

B&Q

Coleraine 1211

Dunhill Road, Coleraine, Londonderry

BT51 300

028 7032 9575

45 Days Returns Policy

See Overleaf

1x NATURES HAVEN EASY WILDFLOWERS
5023377861833 £7.98

2x FIBRE POTS X48 SMALL
5052931733477 £2.30 £4.60

1x BASIL SEED
3663602519652 £2.00 Z

1x THYME SEED
3663602519331 £2.00 Z

1x PARSLEY FLAT SEED
3663602519010 £2.00 Z

1x ROSEMARY SEED
3663602519584 £2.00 Z

1x MINT SEED
3663602518945 £2.00 Z

1x SUNFLOWER SEED COLLECTION
3663602519751 £3.00 Z

1x POPPY FLANDERS SEED
3663602546139 £2.00

1x POPPY ALLEGRO SEED
3663602519898 £2.00

1x SUNFLOWER RED SEED
3663602519744 £2.00 Z

1x SUNFLOWER DWARF SUNSPOT YELLOW S
3663602519737 £2.00 Z

1x SUNFLOWER GIANT YELLOW SEED
3663602519713 £2.00 Z

1x HERB SEED COLLECTION
3663602518730 £3.00 Z

1x CACTUS ASSORTED SEED COLLECTION
3663602546221 £3.00

15 Item(s)

TOTAL £41.58

Card sale -£41.58

*****3064

Debit Mastercard CONTACTLESS

Number:

Auth Code: 030769

AID: A0000000041010

App Date:

App Seq No: 00 Issue:

Merchant ID: ##71793

Terminal ID: ####5769

Poundland

Poundland Limited www.Poundland.com

Customer Services - Telephone 0333 234 1877

VAT Number: 547 5122 45

CAMELEON SEWING KIT P £3.00
(1 x £1.00)

* Total for 3 item(s) inclusive of VAT £3.00
(VAT paid) £0.50

CASH £5.00

* Total Payments £5.00

Change £2.00



03453141671079

1468-4-667784 27/06/2020 17:04.39